Building Better Opportunities Essential update March 2023 - Project Closure Update

As the vast majority of BBO projects are now in the penultimate quarter of activity and some are now in the administration quarter, it seems a good time to circulate some reminders and requests around project closures.

IMPORTANT

We've previously circulated information on this in July and October 2022, for ease of reference, these updates are attached. Projects are strongly encouraged to review the attached documents and read the project closure guidance in section 14 of the **Guide to Delivering European Funding** to make sure everything is covered off during close down.
In addition, there are several requests and pieces of information we need to share with projects.

Archiving for Post Closure Audits

Projects are generally reporting positive progress in terms of archiving evidence, however there is a risk in many cases organisations will no longer employ staff that are familiar with the project and evidence requirements. This is likely to lead to claw back related to post closure audits.

We are asking project to put together a "guide" which is stored along with the evidence and sent to the Fund to enable people unfamiliar with the BBO evidence to retrieve that evidence in the case of post closure audit.

Compliance Checks on Admin Quarter Claims

In most cases the admin quarter claim will be Q2 2023. The MA has mandated checks on revised 1720 rates and claims for newly procured items and services will be required. At a minimum, checks on these items will be carried out and results reported to the MA with the

quarterly claims progress reports. Your Funding Officer may check additional items of expenditure based on the value and contents of your claim.

Annex Bs for Admin Quarter

Project expenditure – As well as in quarter expenditure reporting please include an overall summary identifying how much underspend (if any) there has been against the overall grant and a brief explanation of why this has happened.

Outputs and results narrative – Projects should not have any in quarter performance narrative for outputs and results to report in the Annex B submitted for the admin quarter. However, as this is the final report, please include a full narrative on the lifetime performance of the outputs and results and explain any difficulties the project has had in achieving targets.

Outcomes narrative - Projects should not have any in quarter performance narrative for outcomes to report in the Annex B submitted for the admin quarter. However, as this is the final report, please include a full narrative on the lifetime performance for outcomes and explain any difficulties the project has had in achieving targets.

Cross cutting themes – Project should include a summary in the Sustainability and CCTs section of the final annex B which is a reflection on what has been achieved against the CCTs action plan.

Post Grant Monitoring

We are currently looking into post grant monitoring requirements for the BBO programme and do not expect this to be burdensome or resource intensive for organisations. It is likely we will contact lead organisations from time to time up until the evidence retention date so see if contact details need to be updated. In the unfortunate event that there are signs your organisation will become insolvent and administrators are likely to be involved, the organisation should inform the Fund immediately so we can assess what action needs to be taken with regards to the BBO project evidence.